



State of Tennessee
Tennessee Department of Commerce and Insurance
Real Estate Appraiser Commission
500 James Robertson Parkway
Nashville, TN 37243-1166
615-741-1831

TRAINEE REGISTRATION

(This is not an application for license or certification. Please type or print in ink. This application for trainee registration must be accompanied by a non-refundable fee of **\$125**, made payable to the "State of Tennessee".)

APPLICANT INFORMATION

SOCIAL SECURITY NUMBER - - **BIRTHDATE** - -
M M D D Y Y

NAME OF APPLICANT **MR.** ☐ **MS.** ☐ _____
FIRST NAME FULL MIDDLE NAME LAST NAME

MAILING ADDRESS _____
Must be same as Sponsor's mailing address or business address

City, State, Zip Code

BUSINESS ADDRESS _____
Physical street address is required

City, State, Zip Code

RESIDENTIAL ADDRESS _____

City, State, Zip Code

E-MAIL ADDRESS _____

BUSINESS PHONE _____ **BUSINESS FAX** _____

RESIDENTIAL PHONE _____ **MOBILE PHONE** _____

PRIMARY SPONSOR

NAME OF SPONSOR MR. ☐ MS. ☐ _____

FIRST NAME FULL MIDDLE NAME LAST NAME

CERTIFICATION NUMBER _____ **BUSINESS PHONE** _____

BUSINESS ADDRESS _____

Physical street address is required

City, State, Zip Code

AFFIDAVIT

This is to certify that I, as a certified appraiser, have agreed to sponsor _____, as a trainee under my direct supervision. I understand that I must conduct an interior and exterior inspection of all subject properties until the trainee has obtained at least five hundred hours (500) hours of experience and I have determined that the trainee has obtained adequate education and experience necessary to achieve the competency to conduct proper inspections alone. At that time I, as sponsor, will subject the property inspection affidavit to the Commission prior to allowing any inspections to be conducted by the registered trainee alone. The supervising appraiser shall accompany the registered trainee and personally inspect each subject property with the register trainee on all assignments that are over fifty (50) miles from the supervising appraiser's office or on property types the register trainee does not have prior competency even after the registered trainee has accumulated over five hundred (500) hours of acceptable appraisal experience. I have read and reviewed the rules regarding a trainee and understand all my responsibilities as a sponsor. I take full responsibility for each appraisal performed by such trainee under my supervision. If there is any change in my status as a sponsor of this trainee, I will notify the Commission within thirty (30) days of such change.

| | | | |
|----------------------|-------------------------|--------------------|------|
| Signature of Sponsor | Printed Name of Sponsor | Certificate Number | Date |
|----------------------|-------------------------|--------------------|------|

State of _____ County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

Date

My Commission Expires: _____

EDUCATION HISTORY

☐ High School Diploma ☐ General Education Diploma (if neither fulfilled, may apply to have education reviewed)

| Name and Location of Institution | Completion Date |
|----------------------------------|-----------------|
|----------------------------------|-----------------|

College Graduate: Yes ☐ No ☐ If yes, indicate type of degree

☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree

Name and Location of Institution

| Degree Title | Completion Date |
|--------------|-----------------|
|--------------|-----------------|

CHARACTER INFORMATION

IF ANY OF THESE QUESTIONS ARE ANSWERED YES, PLEASE EXPLAIN IN A SUPPLEMENTAL WRITTEN STATEMENT.

Have you ever been denied an appraiser license or certificate or had an appraiser license or certificate or professional license of any type disciplined in Tennessee or elsewhere? This would include a suspension, revocation, or voluntary surrender of a license or certificate.

Yes ☐

No ☐

Are there currently formal administrative charges and/or disciplinary complaints pending against you in connection with any appraiser or other professional license that you hold?

Yes ☐

No ☐

Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense, or is there any criminal charge now pending against you?

Yes ☐

No ☐

Has any final administrative order, or judgment or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?

Yes ☐

No ☐

PERSONS WHO ANSWER "YES" TO ANY OF THE QUESTIONS WILL NOT BE AUTOMATICALLY DISQUALIFIED FOR REGISTRATION, LICENSURE OR CERTIFICATION; HOWEVER, THE APPLICANT MAY BE REQUIRED TO APPEAR BEFORE THE COMMISSION TO EXPLAIN HIS/HER ANSWER(S) TO THE QUESTIONS(S), AND WILL BE REQUIRED TO SUBMIT A SUPPLEMENTAL STATEMENT WHICH PROVIDES ADDITIONAL INFORMATION AND DOCUMENTATION REGARDING SUCH ANSWERS. IF YOU ANSWERED "YES" TO QUESTION NUMBER 3, YOU ARE REQUIRED TO PROVIDE CERTIFIED COPIES OF THE COURT DOCUMENTS IN ALL SUCH CASES. IF YOU ANSWERED "YES" TO QUESTION NUMBERS 1, 2 OR 4, YOU ARE REQUIRED TO PROVIDE IN WRITING THE FOLLOWING, WHERE APPLICABLE:

- 1. A COMPLETE LISTING OF ALL DISCIPLINARY SANCTIONS IMPOSED AGAINST ALL OF YOUR APPRAISER AND OTHER PROFESSIONAL LICENSES ALONG WITH THE DATES SUCH DISCIPLINE WAS IMPOSED;*
- 2. TRUE AND CORRECT COPIES OF ALL SUCH DISCIPLINARY SANCTIONS, AND FORMAL ADMINISTRATIVE CHARGES AND DISCIPLINARY COMPLAINTS WHICH ARE PENDING IN CONNECTION WITH ANY APPRAISER OR OTHER PROFESSIONAL LICENSE THAT YOU HOLD; AND*
- 3. TRUE AND CORRECT COPIES OF ALL FINAL ADMINISTRATIVE ORDERS, OR JUDGEMENTS, OR DECREES OF COURT ENTERED AGAINST YOU WHERE YOU WERE CHARGED IN THE PETITION, COMPLAINT, DECLARATION, ANSWER, COUNTERCLAIM OR OTHER PLEADING WITH ANY FRAUDULENT OR DISHONEST DEALING.*

AFFIDAVIT

I have fully read and understand this application and the information given herein is true, correct and complete to the best of my knowledge. I agree to provide the Commission complete copies of any and all documents upon which any "yes" answer is based. If so requested by the Tennessee Real Estate Appraiser Commission, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here, and in my supplemental statement. I acknowledge that this application may be disapproved for cause and that any registration, license or certification that I may obtain may be revoked for supplying false, incomplete or misleading information to the Commission. I agree to comply with the standards set forth in T.C.A, Title 62, Chapter 39, and I understand that violations of this chapter and the rules of the Tennessee Real Estate Appraiser Commission shall be grounds for disciplinary proceedings against me.

For applicants for registration as a trainee: I fully understand that this registration does not entitle me to a license or certificate, and all reports must be signed by my sponsor.

Signature of Applicant

Printed Name of Applicant

Date

State of _____

County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

Date

My Commission Expires: _____

TRAINEE EDUCATION LOG

Qualifying education must fall within the categories listed below. Each course claimed must consist of a minimum of fifteen (15) classroom hours with a successfully completed examination. Completion of an approved thirty (30) hour course in Appraisal Principles, an approved thirty (30) hour course in Appraisal Procedures, and the fifteen (15) hour National Uniform Standards of Professional Appraisal Practice (USPAP) course are required.

| Course Name | Provider | Location Taken | Hours Completed | Date Completed | Course ID Number from State website |
|----------------------|----------|----------------|-----------------|----------------|-------------------------------------|
| Appraisal Principles | | | | | |
| Appraisal Procedures | | | | | |
| 15 HR USPAP | | | | | |

Copies of certificates or other proof of successful completion must be submitted. Applicants who attended courses not pre-approved by the Commission should submit individual course approval for each course (separate application).

An applicant shall obtain course credit within the five (5) year period immediately preceding an applicant's submission of his or her application for registration as a registered trainee.

Submit **Qualifying Education** only. Course ID numbers can be obtained from the State website for all approved courses at: <http://www.tn.gov/commerce/boards/treac/index.html> then, clicking on the "Education" link or the approval number may be requested from the course providers.

TOTAL EDUCATION HOURS CLAIMED _____

TRAINEE REGISTRATION APPLICATION INSTRUCTION GUIDE (Revised 10/2008)

Please read the entire set of instructions prior to completing the application. Type or print legibly in ink. All sections of the application must be completed; incomplete application will not be processed.

The initial completed application shall include:

- Four pages of the basic registration form
 - Applicant Information
 - Primary Sponsor, Affidavit, Education History
 - Trainee Education Log
 - Character Information and affidavit
- Certificates of completion of seventy-five (75) hours of appraisal education. Courses not pre-approved will require individual course approval (separate application) prior to submission of this application.

- a. Thirty (30) hour course in Appraisal Principles
 - b. Thirty (30) hour course in Appraisal Practices and Procedures
 - c. Fifteen (15) hour course in Uniform Standards of Professional Appraisal Practice (USPAP).
3. Application fee of one hundred twenty-five dollars (\$125) made payable to the “State of Tennessee”.
4. The additional “Sponsor Affidavit” should be completed and included only if the trainee is submitting more than one sponsor at the time of registration. This form can also be used later to change or add sponsors.
5. The “Property Inspection Affidavit” should be signed and completed upon the trainee reaching the 500 hour experience credit mark, if the sponsor wishes to allow the trainee to conduct property inspection alone after that point.

TRAINEE REGISTRATION REQUIREMENTS

1. Appraisal experience is not a requirement to apply for trainee registration.
2. A trainee must be a high school graduate or its equivalent. If you do not have a high school diploma or a General Equivalency Diploma, then you may apply to have your educational background reviewed on an individual basis.
3. All applicants for trainee registration must have a sponsor. Prior to serving as the supervising appraiser for a registered trainee, an appraiser shall have obtained a minimum of two (2) years experience as a state certified residential or state certified general real estate appraiser. However, in the event that a licensed appraiser upgrades to a certified general or certified residential, then that appraiser may supervise a registered trainee immediately after being upgraded, provided that he or she has a minimum of five (5) years of appraiser experience.
4. Certificates of completion of seventy-five (75) hours of appraisal education. Courses not pre-approved will require individual course approval (separate application) prior to submission of this application.
 - a. Thirty (30) hour course in Appraisal Principles
 - b. Thirty (30) hour course in Appraisal Practices and Procedures
 - c. Fifteen (15) hour course in Uniform Standards of Professional Appraisal Practice (USPAP).

SPONSOR AND TRAINEE RESPONSIBILITIES

1. A trainee must have a primary sponsor who will act as his/her supervisor. Please list the primary sponsor who will sign the affidavit on the application. An affidavit from any additional sponsor(s) should accompany the application. A separate form has been provided for that purpose.
2. All appraisal work performed by a registered trainee serving under a certified residential real estate appraiser or a certified general real estate appraiser must be performed under the direct supervision of that certified appraiser.
3. For a trainee to obtain experience credit for an appraisal, it must be noted in the report that the applicant provided significant appraisal assistance. This should be noted in the certification by the appraiser(s) in accordance with the Uniform Standards of Professional Appraisal Practice. The work performed by the trainee must be outlined somewhere within the appraisal report also. Trainees must complete at least 50% of the work associated with an appraisal to obtain experience credit for the appraisal report.
4. If the trainee signs an appraisal report, the trainee must clearly indicate they are a Registered Trainee where the trainee signs. A registered trainee is not required to sign reports to gain experience credit; if the registered trainee does not sign the report, they must be identified in the certification, or in an addendum to the certification, as contributing significant appraisal assistance. Both the trainee and the supervisor are required to report the scope of work completed by each individual within the appraisal report as applicable to the report format (Self Contained, Summary, or Restricted Use).
5. A trainee is responsible for maintaining an experience log of all appraisal assignments in which they contributed significant appraisal assistance. One experience log for each supervisor is necessary if the trainee has more than one supervisor. The supervising appraiser is obligated to allow reasonable access to all appraisals and work files which the trainee provided significant appraisal assistance.
6. Trainees must complete at least five hundred (500) hours of experience prior to going on property inspections alone. The supervising appraiser is responsible in ensuring that a trainee is competent to conduct property inspections alone. An affidavit signed by the sponsor and trainee must be submitted to the Commission office at such time the five hundred (500) hour experience requirement for inspections has been met, prior to the trainee conducting inspections alone. If the property is more than fifty (50) miles from the supervising appraisers business address, the supervisor must accompany the trainee to any inspections of that property. No confirmation will be sent to the trainee, but the Commission office will retain that information on file.

7. After five hundred (500) hours of experience, a trainee may (without an additional fee) submit an experience log of work accomplished. The Commission will review appraisal reports for compliance with USPAP and schedule an interview in which the trainee will discuss the reports sent. The purpose of this forum is to ensure that the trainee is learning appropriate techniques of appraising and for the Commission to offer guidance. This five hundred (500) hour interview is optional and is intended to act as guidance.
8. A trainee cannot represent that he/she is a licensed or certified appraiser. The correct appellation, "Registered Trainee" should be used instead.
9. All appraisal reports must follow the Uniform Standards of Professional Appraisal Practice (USPAP).
10. All Commission rules apply to trainee registrants.
11. A trainee registration shall expire two (2) years following the date of issuance. Continuing education will be required for trainees on their second renewal cycle and each thereafter. The National seven (7) hour USPAP update will be required as part of these subsequent renewals. No continuing education is required for the first renewal cycle of a trainee. There is a one hundred twenty-five dollar (\$125) renewal fee for each renewal cycle for registered trainees. A late fee is applicable if the registration is not renewed thirty (30) days prior to expiration.
12. All changes in a trainee's address, employment, or of the sponsor shall be reported in writing to the Commission within thirty (30) days of such a change.

EXAMINATION PRIOR TO COMPLETION OF EXPERIENCE REQUIREMENTS

1. Prior to gaining all of the experience hours, but after obtaining all of the required education for the level of licensure the applicant is seeking, a trainee may apply to take the licensed or certified residential examination prior to an experience interview with the Commission.
2. A trainee cannot take the certified general examination prior to approval of the experience by the Tennessee Real Estate Appraiser Commission.
3. A license or certificate will be issued to a registered trainee who passes the examination, only upon the registered trainee completing all requirements for licensure or certification. If all other requirements are not met prior to the expiration of a trainee's registration and the registered trainee fails to renew, then he/she loses credit for passing the examination.

LIMITATIONS ON APPRAISAL PRACTICE

A state licensed appraiser may perform appraisals of the following properties:

- (1) All properties with a **transaction value** of up to two hundred fifty thousand dollars (\$250,000);
- (2) Noncomplex residential properties (one (1) to four (4) units) with a **transaction value** up to, but not including, one million dollars (\$1,000,000); and
- (3) Agricultural properties, including agricultural properties with up to two (2) dwelling units, with a **value*** up to, but not including, one million dollars (\$1,000,000).

A state certified residential appraiser may perform appraisals of the following properties:

- (1) All properties with a **transaction value** of up to two hundred fifty thousand dollars (\$250,000);
- (2) **All** noncomplex residential properties (one (1) to four (4) units).
- (3) Agricultural properties, including agricultural properties with up to two (2) dwelling units, with a **value*** up to, but not including, one million dollars (\$1,000,000).

A state certified general appraiser shall have no transaction value limits on such appraiser's appraisal practice.

A registered trainee shall only appraise those properties which the supervising appraiser is permitted to appraise.

* A definition of **transaction value** from the FDIC (12 CFR 323) states:

- (1) For loans or other extensions of credit, the amount of the loan or extension of credit;
- (2) For sales, leases, purchases, and investments in or exchanges of real property, the market value of the real property interest involved; and
- (3) For the pooling of loans or interests in real property for resale or purchase, the amount of the loan or market value of the real property calculated with respect to each such loan or interest in real property.



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PRIMARY SPONSOR AFFIDAVIT FOR PROPERTY INSPECTIONS

This is to certify that I, _____ (Print Sponsor Name), am currently sponsoring _____ (Print Trainee Name), trainee registration number _____. I also certify that this registered trainee has accumulated at least five hundred hours (500) hours of experience and I have determined that the trainee has obtained adequate education and experience necessary to achieve the competency to conduct proper inspections alone. I, or another authorized sponsor, has personally trained and accompanied this registered trainee on each inspection date. The supervising appraiser(s) shall accompany the registered trainee and personally inspect each subject property with the register trainee on all assignments that are over fifty (50) miles from the primary supervising appraiser's office, or on property types the register trainee does not have prior competency, even after the registered trainee has accumulated over five hundred (500) hours of acceptable appraisal experience. I have read and reviewed the rules regarding a trainee and understand all my responsibilities as a sponsor. I take full responsibility for each appraisal performed by such trainee under my supervision. If there is any change in my status as a sponsor of this trainee, I will notify the Commission within thirty (30) days of such change.

Signature of Sponsor

Printed Name of Sponsor

Certificate Number

Date

State of _____ County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

Date

My Commission Expires: _____

